

# UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

## Year 2 Checklist

Done	UPIPS Step	Timeline
	<i>USOE schedules on-site validation visit with Special Education Director</i>	July-August, 2007
	Implement Program Improvement Plan and Corrective Action Plan activities	September, 2007-May, 2008
	Correct file errors discovered during self-assessment process	September, 2007-May, 2008
	Continue with LEA self-monitoring of files	September, 2007-May, 2008
	<i>USOE conducts on-site validation visit to schools/classes to validate results of the Self-Assessment Report and summarizes data into a UPIPS final report</i>	
	<b>Share UPIPS report with local School Board and Public</b>	<b>Within 90 Days</b>
	<b>Submit evidence of sharing report to USOE</b>	<b>Within 90 Days</b>
	Revise Program Improvement Plan (PIP) and Corrective Action Plan (CAP), if needed, to reflect additional findings in the report that were not included in Self-Assessment	Within 90 Days
	<b>Submit revised PIP and CAP, if needed</b>	<b>Within 90 Days</b>
	Implement revised PIP and CAP	After receiving report-July, 2008
	Plan CSPD activities to facilitate PIP and CAP	After receiving report-July, 2008
	<b>Submit evidence of individual file correction activities for file errors identified self-monitoring</b>	<b>June 30, 2008</b>
	<b>Submit annual progress report on PIP and CAPS completed to USOE</b>	<b>June 30, 2008</b>